

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

2. The second step is to gather relevant information and data. This can involve research, consultation with experts, or collecting data from various sources.

3. The third step is to analyze the information and data collected. This involves identifying patterns, trends, and relationships that can help in understanding the problem.

4. The fourth step is to develop a solution or answer. This involves applying the knowledge and skills gained from the previous steps to create a plan or strategy that addresses the problem.

5. The fifth step is to implement the solution. This involves putting the plan into action and monitoring the progress to ensure that the solution is effective.

6. The sixth step is to evaluate the results. This involves assessing the outcomes of the solution and determining whether they meet the requirements of the task.

7. The seventh step is to communicate the results. This involves sharing the findings and conclusions with the relevant stakeholders and providing feedback on the process.

8. The eighth step is to reflect on the process. This involves thinking about what worked well and what could be improved for future tasks.

9. The ninth step is to document the process. This involves creating a record of the steps taken and the results achieved, which can be used as a reference for future tasks.

10. The tenth step is to review the process. This involves looking back at the entire process and making any necessary adjustments to improve efficiency and effectiveness.

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Class	Subclass	Date	Examiner

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